

Excel: 3 Steps to Organizing Student Data

Step 1: Prepare your data

First, delete any columns that are not necessary for your purpose. Second, change any symbols or information that might be confusing or will not sort properly. To quickly change symbols, text or numbers use the Edit/Replace function.

Edit/Replace

Use this task to change a character or characters in an entire column or spreadsheet.

1. Highlight the column you would like to make the change in.
2. Go to Edit on the tool bar, then Replace. A box will pop up.
3. In the "Find What" box, enter what you would like to replace Example: +
4. If you would like to remove the plus sign, put a + in the "Find What" box
5. In the "Replace" box, enter what you would like to replace it with. If you don't want to replace it with anything and just remove it, leave the "Replace" box empty. Otherwise, replace it with the character of your choice. Example: To replace all plus signs with the word 'above', type above in the "Replace" box.
6. Click "Replace All".
7. Depending on the version of Excel you are working on a box might pop up telling you how many replacements it made. Click either OK or Close.

Find

Excel will search a spreadsheet for specific criteria.

1. Click Edit on the toolbar, then 'Find'.
2. Type what you want to look for in the 'Find what' box and click 'OK'. Example: You can search a school list for a specific student by typing in the name.

Step 2: Organize your data

You can organize data by using filters or sorting then moving smaller sections from one tab to another by copying and pasting.

AutoFilter

Filtering data will show data only associated with specific categories.

1. Go to Data on the toolbar, then 'Filter', then 'AutoFilter'.
2. This will automatically add drop down arrows to each column.
3. By clicking the dropdown box, you can filter data to show a specific data set separated by category. Example: Filtering by 'Grade' on a class list of K-8 would allow you to choose to filter by any grade between K-8. Therefore, you could choose to view rows of only 4th grade students.

	A	B	C	D	E	F
1	Name	Grade	Address	City	State	Zip

To remove AutoFilter

1. Go to Data on the toolbar, then 'Filter', then click 'AutoFilter' to remove the checkmark.
2. This will automatically remove the filters and show all data.

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Sorting

Always sort from cell A1. If a data range is highlighted when you sort, excel will sort the highlighted area separately and keep the rest of the data in the same place. One way to organize student data is to sort by score or test grade. You can also sort by multiple categories. For example, you can sort by building, grade, then by score. This will organize your students into separate buildings, then put students from the same grade level together, and finally organize the students within each grade level by test scores from lowest to highest or highest to lowest.

To sort data by Ascending or Descending Order:

1. Click in cell A1.
2. Go to Data on the toolbar and click 'Sort'
3. Click the drop down box in the 'Sort by' box and choose what column you want to sort your data by.
4. Choose ascending or descending order, then click OK.

Sorting by multiple categories

1. Follow steps 1-3 above.
2. Click in the 'Then by' box and choose the next category/column you would like to sort by. You can sort by up to 3 categories at a time.
3. Click OK after you have chosen additional categories.

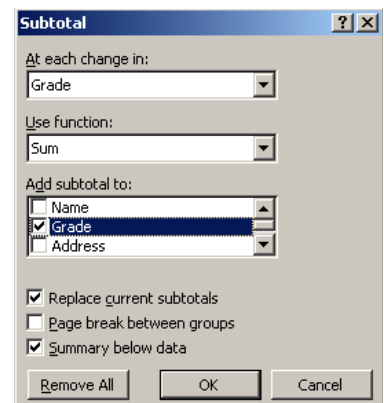
Note: When sorting by multiple categories, excel will sort in the order they were entered.



Subtotals

Microsoft Excel can automatically calculate subtotals and grand totals for separate categories. When you insert automatic subtotals, Excel outlines the list so you can display/hide the detail rows for each subtotal.

To insert subtotals, sort your list so that the rows you want to subtotal are grouped together. You can then calculate subtotals for any column. There are several functions you can choose from to calculate subtotals. Click the drop down box in the 'Use Function' box to choose a function. The Sum function will add all the numbers in any given column and category. The Count function will count how many rows are in each category. This is great if you want to know how many students are in a grade level or building. The Average function will give you the average for a column of numbers. This is helpful when finding average test scores for a grade level or class.



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Add Subtotals

1. Go to Data on the toolbar, click Subtotals.
2. Decide which subject/header you want the subtotals to go to. In this example, the subtotals would be inserted after 'Each change in' Grade. (If this were a class list for a school, you could add subtotals using the count function to add up the number of students in each grade or use the Average function to calculate the average test score.)
3. Choose how you want to subtotal the information (Add, Average, etc.).
4. The last box asks what column, you want to add the subtotal to.
5. Click Ok.

To Remove Subtotals

1. Go to Data/Subtotals and click 'Remove All'.

Step 3: Color-code Data

Color-coding data can make your spreadsheet much easier to quickly analyze at a glance. For example, you could change all of your low grades to red, etc. You can also add a highlight or fill color to cells to make information stand out.

Changing the Font Color

1. Select the cell or group of cells you want to format. Choose Format > Cells from the menu. The Format Cells box opens.
2. Choose the Font tab.
3. Click to open the drop-down menu associated with the color field.
4. Click the color of your choice, and then click OK.

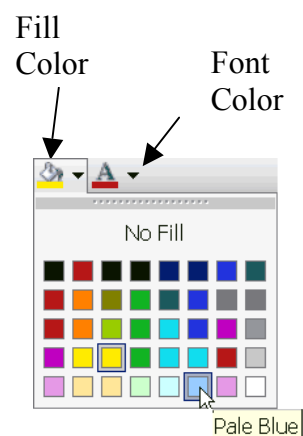
Adding Background/Fill Color

You can add background color to a cell or group of cells. Select the cell or group of cells you want to format.

1. Choose Format > Cells from the menu.
2. Choose the Patterns tab.
3. Choose your color, and then click OK.

Alternate Method: Changing the Font or Background Color by using the shortcuts on the formatting toolbar.

1. Click in the cell or group of cells (highlight) you want to format.
2. Click the down arrow next to the Font Color or Background color icon, and then Click on your color choice.



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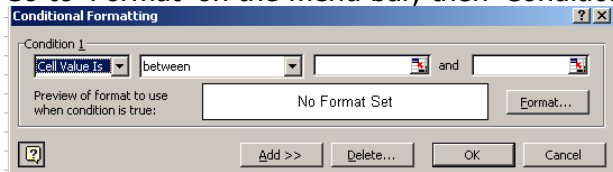
Conditional Formatting

Conditional formatting is a format such as cell color, shading, or font that is automatically applied when you specify a rule. For example, if you are analyzing test data you could use conditional formatting to make all scores below a benchmark automatically turn red, yellow for near and green for above.

Note: Imagine each condition as a sentence. 'When the score (cell value) is less than (criteria) 70% (value), make the text red (condition). Or, 'When the score (cell value) equals (criteria) near (value) make the text yellow (condition).

To insert conditional formatting:

1. Highlight the cells you want to add formatting to.
2. Go to 'Format' on the menu bar, then 'Conditional Formatting'.



3. Enter your criteria:
 - a. 'Cell value is' refers to the text or numbers in any given cell.
 - b. In the second drop down box, choose the criteria that best fits.
Examples: between, equals, less than, etc.
 - c. In the next box, enter your cell reference or value.
 - d. Click 'Format' to choose the font color, size, shading, etc.
 - e. Click Ok.

Adding Conditions

1. Click 'Add' in the Conditional Formatting box and repeat step 3.

Note: Using multiple conditions: If more than one specified condition is true, Microsoft Excel applies only the formats of the first true condition, even if more than one condition is true.

Change or remove a conditional format

Do one or more of the following:

- To change formats, click Format for the condition you want to change.
- To reselect formats on the current tab of the Format Cells dialog box, click Clear.
- To remove one or more conditions, click Delete, and then select the check box for the conditions you want to delete.

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Extra Tips

Selecting cells that are not connected or touching

There are times when you are working with data that you will want to select several cells at once from different parts of the spreadsheet. You can format all cells that are highlighted/selected. To do this:

1. Click in the first cell you want to select.
2. Hold the control key (PC) or apple key (Mac) and click in the next cell to select it as well.
3. Continue holding the control key (PC) or apple key (Mac) down while you click in each cell to select it. If you click in a cell without holding the control or apple key it will unselect the other cells.
4. Once you have selected/highlighted all the areas you want to copy:
5. Let go of the control or apple key. Click the menu bar or the shortcut bar to apply formatting.

Copy/paste cells that are not connected or touching

Note: The information you select must be consistent with the first cell/s you select. For example: if you select an individual cell from column A first, then you can only select other cells from column A to copy/paste. Or, if you select a group of cells from columns A and B then the rest of your cells must also be groups from columns A and B from further down the spreadsheet/rows.

Follow the directions above.

1. Click Edit on the menu bar, then copy.
2. Click in the worksheet you would like to paste into.
3. Click Edit on the menu bar, then paste.

Rename a Tab

Renaming tabs is helpful when organizing your data. To rename a tab, double click on the tab name (ex: Sheet1). This will highlight the name. Type the new tab name followed by the enter/return key.